



TOWN OF VERNON
DEPARTMENT OF POLICE
725 HARTFORD TURNPIKE
VERNON, CONNECTICUT 06066



234th

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James L. Kenny
Chief of Police

NOTICE TO APPLICANTS FOR TEMPORARY PISTOL PERMITS

1. Complete the application form (SP-799-C), please note that you must have your signature properly **notarized before returning your application to the Vernon Police Department**; this requires that you sign the application **in the presence of the NOTARY**, and the date of your signature must match that of the notary's. **The Notary's raised seal must be applied.** The Notary must also indicate the **date that his or her commission expires** on the application form.
2. In addition to the application form, you must present **PHOTO COPIES** of
 - Your **BIRTH CERTIFICATE**, and when applicable, your **Naturalization Papers** or **Alien Resident Card**
 - **Evidence of successful completion of an approved pistol/revolver safety course.** This includes, but is not limited to, courses offered by law enforcement agencies and instructors certified by the National Rifle Association or Department of Environmental Protection. The only State approved NRA course is the **"Basic Pistol Course"**. All training must include live fire of a semi-automatic pistol or revolver.
 - **Independently verifiable photo identification (Driver's license or State ID card).**
 - **DD-214 if you were ever a member of the armed forces.**
3. Resident and mailing address must be provided. Please include apartment number, suite number, floor number or building number on the address line if part of your address. Include PO Box number, in addition to your street address if you have one.
4. There is a \$149.25 Fee for the processing of your application; it should be broken down as follows:
 - a. Bank Check or Money Order in the amount of **\$19.25** made payable to **"DPS". PERSONAL CHECKS NOT ACCEPTED.** This fee covers the cost of the fingerprint check.
 - b. Bank Check or Money Order in the amount of **\$50.00** made payable to **"DPS". PERSONAL CHECKS NOT ACCEPTED.**
 - c. Personal check, money order, or bank check in the amount of **\$70.00** made payable to the Town of Vernon. Refunded if permit denied.
 - d. Bank Check, Money Order or Cash in the amount of **\$10.00** made payable to the Town of Vernon for fingerprinting. Non-refundable. **PERSONAL CHECKS NOT ACCEPTED.**
5. Fingerprinting is only done on Tuesday between 11:00 am and 12 noon and Wednesday between 6:00 pm and 7: pm. The completed application and all requested documents will be submitted at that time. A records check will be conducted through local, state and federal agencies.
6. Required fingerprint cards may be done by taking rolled impressions or using a scanner. A Federal and 2 State applicant cards will be required. Fingerprint cards may taken at place of your choosing but must be turned in with your application
7. The normal processing time for pistol permit applications is six (6) weeks. You will receive notification by mail of the results of your application.
8. **The application will not be accepted unless all documents are present. When turning in the application, you keep the inserts. They contain information that you may need at a future date.**
9. If your application is denied you may file a written appeal to the Board of Firearm Permit Examiners: 505 Hudson St, 5th Floor, Hartford CT, 06106, (860)566-7078, or (800)996-7078